



**City of Central Point
Application for Employment
Office Assistant Position**

Supplemental Employment Application

This supplemental is a required part of the application for the Public Works position.

Read this document in its entirety and answer ALL questions. This form is a required part of the application for employment for the position of Public Works Office Assistant. Please also read the job description provided on the City's website with the posting of this position. Failure to submit a complete application packet will result in disqualification from consideration for the position.

NAME:

➤JOB REQUIREMENTS

- ☐ Yes ☐ No **Do you meet the minimum requirements as specified in the job description?**
- ☐ Yes ☐ No **Do you meet the job qualification requirements (Knowledge, Skills and Abilities) as specified in the job description?**
- ☐ Yes ☐ No **Do you have a current, valid driver's license?** **State:** **Number:**
Expires:
What is your current "typing" (or keyboarding) speed? ☐ "Verified" ☐ Estimate

➤EXPERIENCE

This position requires demonstrated prior clerical/office work experience. Demonstrated experience is that which can be verified through reference and background checks.

- ☐ Yes ☐ No **Do you have a minimum of two full years of demonstrated prior clerical/office work experience?**
- ☐ Yes ☐ No **Do you have an equivalent combination of education and experience to ensure ability to perform this job? If yes, explain below.**

➤ Specific Job Experience

FILING: Describe your experience setting up, organizing, and/or maintaining filing systems.

GENERAL OFFICE: Describe your experience answering phones, greeting visitors, scheduling appointments and meetings, etc.

TEAMWORK: Describe your experience working with others, including collaboration efforts, fostering a positive work environment, etc.

➤ OFFICE EQUIPMENT

What office equipment do you have experience using? List type of equipment (i.e., fax, copier, multiline phone)

➤COMPUTER USE/SKILLS

What computer programs do you have experience using? List the programs you have used. For each program list your level of experience, frequency, for how long, and how recently you used it.

Name and Type of Program	Experience "rating" 1-5 (5=expert level)	How often did/ do you use the program?	For How Long Did You Use the Program?	How Recently?	
				Within past year	More than a year ago
<i>Example: Microsoft Word - word processing</i>	<i>2 (functional)</i>	<i>Daily</i>	<i>About six months</i>		<i>X</i>

➤WORK ETHIC

This position frequently works independently and a good work ethic is important.

Define the concept of "work ethic:"

Describe your own work ethic:

➤APPLICANT SIGNATURE

I understand that this supplemental form is a required part of the City's employment application form.

Signature of Applicant

Date

Printed Name of Applicant